

EASEMENT DEDICATION SHEET

To be filled in and submitted with construction plans and specifications for preliminary review
(Not to be used where City is purchasing property)

THIS SECTION TO BE COMPLETED BY CITY STAFF

PROCESSED BY: _____
EXT. _____

DEPT. _____

REQUESTED BY: _____ DEPT. _____ EXT. _____

ACCOUNT NO. _____
(For ordering title work, appraisals, etc.)

PROJECT NO. _____

TYPE OF EASEMENT:

_____ Public Utilities (PUE)

_____ Temporary Blanket PUE
(prior to building permit)

_____ Electric Only
_____ Water Only

SPECIAL INSTRUCTIONS: _____

REVIEW AND APPROVAL REQUIRED/GIVEN BY THE FOLLOWING DEPARTMENTS:

Approval Required By: _____ Electric
(please initial) _____ Water/WW
_____ Asst. City Engineer
_____ Public Works

Approval Given By: _____ Electric
(please initial) _____ Water/WW
_____ Asst. City Engineer
_____ Public Works

METES & BOUNDS DESCRIPTION CHECKED FOR CLOSURE BY: _____
(City Staff – Name/Dept.)

THIS SECTION TO BE COMPLETED BY APPLICANT

PROPERTY OWNER(S): _____

(Names must be exactly as they appear on the deed)

ADDRESS: _____ PHONE _____
NUMBER: _____

ALL LENDERS (Please furnish copies of all lien documents): _____
(Names and Addresses)

IF OWNER IS A CORPORATION, PARTNERSHIP, OR JOINT VENTURE (also see #5 below):

1. State of Incorporation/Registration _____

2. Partners' Names (if applicable) _____

3. Person Authorized to Sign _____

(Name and Title)

LEGAL DEPARTMENT MUST BE PROVIDED WITH THE FOLLOWING:

(Please check items that are attached)

- ____ 1. A **copy of a recent** (within 90 days) **deed or title insurance policy** showing the names of the grantors/owners; and
- ____ 2. For unplatted property, a **signed, sealed and dated metes and bounds** description **and a diagram** of the property showing the location of the easement; or
- ____ 3. For platted property, a **copy of the plat** showing the lot, block, subdivision, and recording information.
- ____ 4. For blanket easements, a **signed, sealed and dated metes and bounds** description **and a diagram** of the property.

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- ___ 5. Corporate or partnership owners **must furnish** a copy of a corporate resolution or other proof of authority to sign on behalf of the corporation, partnership, or joint venture.
- ___ 6. Name, address and phone number of person who is to receive the easement and be responsible for getting it executed:

Any land acquisition resulting from Capital Improvement Projects requires a meeting with the Legal Department.